

EUROPEAN

**STANDARDS**

europe **active**



# EuropeActive Education & Standards

Training Provider Guide to  
Applying for EuropeActive  
Reaccreditation

## Introduction

This guide has been written to support established training providers applying for reaccreditation against the EuropeActive educational standards following a two-year accreditation period.

The application process is divided into three stages:

**Registration**  
**Application**  
**Review**

## Registration for Reaccreditation

This involves completing a simple online form to state the intention to reaccredit and remain an accredited training provider of EuropeActive. It includes details of the training provider and the cost of completing the application.

At this stage, the applicant must confirm their agreement to the terms and conditions of accreditation including the mandatory requirement to cover the cost of the registration of all their graduates onto EREPS, at the rate of 30 euro per graduate trainer for their first year after graduation.

It should be noted that an accreditation period of training providers lasts for 2 years from the date that payment was received, and then it is necessary to go through a process of reaccreditation. During this tenure, training providers may be subject to an on-site external verification visit.

We therefore strongly advise that a provider familiarises themselves with this guidance to ensure they are well prepared with evidence for reaccreditation.

Once payment is received by EuropeActive, a verifier will be allocated to evaluate an application, for which a provider has until the date of their expiry period to complete and gain approval. Please ensure you register, make payment and begin the application in advance of your expiry date, when invited by EuropeActive to start reaccreditation. Any delay beyond the expiry date may result in the removal of accreditation status. All communication will be via the email address provided as the main contact. Documents are accepted in English or can be in the local language but must be in open WORD format to allow for the use of translation software. PDF, EXCEL or J-PEG images are not acceptable.

## Application

### Section 2.1 – EQAVET Evidence

If the training provider has EQAVET approval, indicate YES in the Training Provider Application Form sent by the Verifier and provide the contact details of the government organisation that has issued the EQAVET approval. EQAVET is a programme of the European Commission and not all Member States have applied the EQAVET principles (please check: [www.eqavet.eu/gns/home.aspx](http://www.eqavet.eu/gns/home.aspx)).

If the training provider does not have EQAVET status for any reason, they will be required to send via email or WeTransfer the following evidence documents to the nominated verifier:

**2.1.1** A copy of an organogram or organisation chart that clearly shows the training department staff in detail and the person(s) with responsibility for maintaining quality assurance.

**2.1.2** Copies of the Curricula Vitae or resumes for all teaching, assessing and quality assurance staff.

**2.1.3** A copy of the company quality assurance policy/procedures that details how teaching and assessing standards are monitored and continuous improvement measures implemented, this should include observations of the teaching and assessment process.

**2.1.4** A copy of minutes from a recent tutor/assessor standardisation meeting (within the last 6 months), these need to be detailed enough to demonstrate that standardisation activities or training for tutors and assessors has taken place (i.e. the minutes of a meeting relevant to the teaching/assessing of courses).

**2.1.6.** A description and evidence of any government or national quality assurance, or licensing of the training provider (e.g. copy of the certificate issued or university statutes) The below two criteria are additional requirements to any EQAVET held by the Training Provider

**2.1.7** Statement of confirmation required from the training provider with details if the training provider seeking accreditation ever had accreditation/ approval/ membership declined, cancelled or sanctions/special terms imposed upon them.

**2.1.8** A link to the training providers website (and online platform if applicable) – this website should support all evidence in the application i.e. course price, content (syllabus), duration, delivery methods, teacher biographies, nature of final certification/qualification issued, and any online student support offered.

## **Section 2.2 - Discipline specific evidence**

EuropeActive Standards are in place for each specific discipline offered by EuropeActive and can be found at <https://www.ehfa-standards.eu/es-standards>.

It is essential that prior to beginning an application, a provider reads the relevant standards – available upon request to all training providers. It is advised to complete a thorough referencing exercise to ensure that a course covers all the knowledge and skills listed in the respective document for the discipline(s) being considered for reaccreditation – standards may have been updated. If a course does not currently include these, it must be updated to include the missing content before any new accreditation period will be authorised.

The Verifier will work with the training provider to gather the following evidence in preparation for review by the EuropeActive Accreditation Panel.

**2.2.4** A course outline detailing the structure of the qualification and course delivery methods, this:

- can be a prospectus, syllabus, course timetable, course overview or other document
- must enable the verifier to identify the overall structure of the qualification in terms of the number of hours of independent study required, the number of days of face-to-face and 'live' study training, the amount of time in classroom or practical settings and the overall duration of the course.

**2.2.5** Qualification delivery – this must detail the delivery methods and show how much time is dedicated to each subject within the course structure, it may be easier to reference another document which can be uploaded as supporting evidence, such as a scheme of work, detailed class timetable, lesson plans (2-3 examples of lesson plans), guest access to an e-learning course or a copy of distance learning materials (one example of), if a face to face course the maximum number of students per group, and details of practical activities should be included.

**2.2.6** Method of assessment – it is expected that there will be more than one method of assessment for most courses. To evaluate the knowledge requirements of the standards some theory assessment(s) will be required. The practical skill-based requirements of the standards will need to be assessed using a practical assessment. For higher level courses (EQF 4 and above) additional assessment methods such as case studies and essay questions are expected to assess student's ability to plan and deliver training programmes or demonstrate a deeper level of applied knowledge. An explanation of the marking and determination of result should be included here.

**2.2.9** You are required to state the pre-requisite requirements for entry onto the qualification and if appropriate the rationale behind the choice.

**3.5** - Your programme must include an explanation of:

- **3.5.1** - the importance of working to European standards
- **3.5.2** - the rights and responsibilities of being a registered fitness professional. This will include the EREPS Code of Ethical Practice, and the commitment to career professional development.
- Projected graduate numbers per discipline, over the coming two-year accreditation period

### **Section 3 - Supporting evidence (if applicable)**

**3.1** – A video of the practical observation assessment in which the assessor, the student and their client can be seen and heard clearly. Ideally this should be a single video of the entire assessment, but this may not be possible to record and examples of each section of the assessment may be acceptable if they are long enough for the verifier to observe the natural behaviour of the student and assessor. The content of the assessment should cover the following components, although it is appreciated that for certain disciplines not all the evidence requirements as stated will apply:

- Briefing of the student by the assessor in preparation for the practical assessment
- Introduction and brief consultation with the participants/client, by the student and prior to the practical assessment
- Warm up including CV and stretching
- Main CV exercise/aerobic curve
- Main resistance exercises using a variety of machines and equipment
- Bodyweight and/or core exercises
- Cool down including CV and stretching.
- Feedback provided to the student by the assessor including final decision on the overall assessment outcome

The completed assessment checklist/paperwork from the assessment in the video along with all feedback should also be submitted for the verifier to compare the assessor's feedback with their own observations.

**3.2** - Examples of completed student feedback questionnaires or course evaluation forms (from the last 6 months).

**3.4** - Examples of teaching and learning resources used to deliver the qualification e.g. student manuals, lists of course texts, example presentations, lesson plans, assessment materials, handouts or other materials.

## **Review by EuropeActive Accreditation Panel**

Once the verifier has been able to collate all the required evidence and signed documentation, they will notify the EuropeActive Accreditation Panel of the application. The Panel will review the application and will either:

- Approve Reaccreditation
- Seek further information and evidence
- Decline Reaccreditation

If successful, an approved provider will receive an updated electronic certificate of accreditation achievement.

*\*Please note making payment and an application is not guaranteed reaccreditation. EuropeActive reserves the right to refuse applications in accordance with our Code of Practice. Should you be unsuccessful 50% of the original payment for reaccreditation will be refunded to you.*



# EuropeActive

*setting the standards for Europe*

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